

SAP Business Warehouse/Business Intelligence Reporting

BW/BI Custom Reports

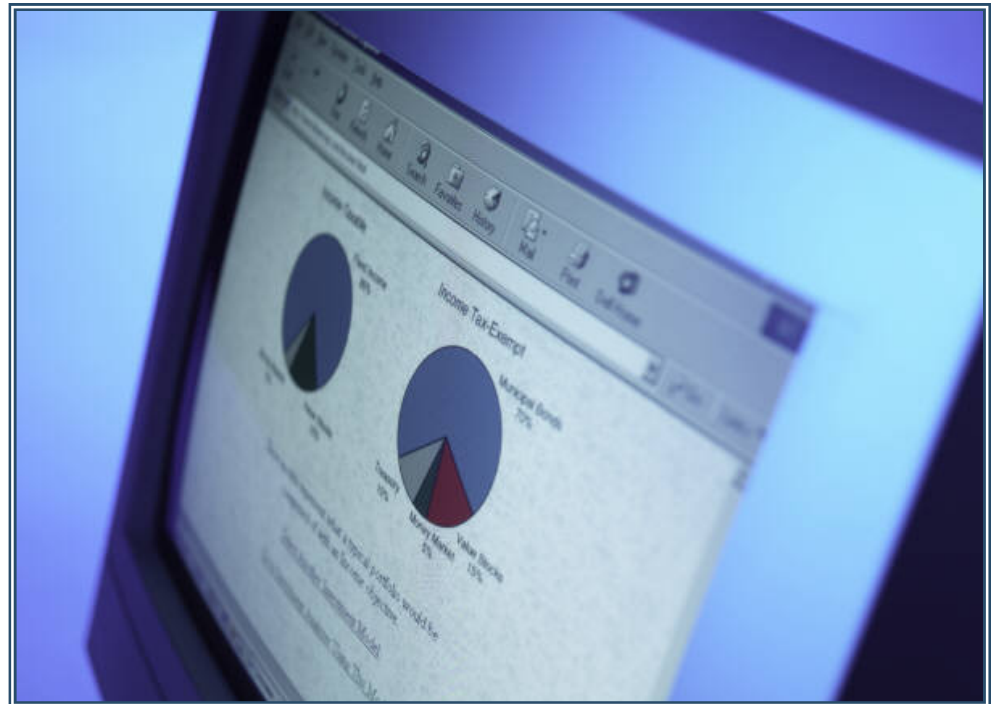
Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)
Self-Paced Learning Materials
General Topics - BW/BI End Users/Power Users

BW/BI Custom Reports - Overview

The BW/BI Custom Reports section provides an overview of reports that will be available from the HRMS Portal. This list will be updated as new reports are added to the HRMS Portal.

Topics covered in this section include:

- BW/BI Custom Reports



BW/BI Custom Reports

The following custom reports are available from the HRMS Portal. This list will be updated as new reports are added to the HRMS Portal:

Report Name	Report Description	InfoProvider	Category
Position - Personnel Master Listing <i>ZZPAOS_C01_Q499</i>	Displays position and employee data including county, status, underfill, range, step, salary, PID, etc.	ZPAOS_C01 - Staffing Assignments and ZPA_M03 - Headcount and Personnel Actions	Organization Management
Position Statistics Report <i>ZZPAOS_C01_Q516</i>	Displays the number of full-time and part-time positions, with special pay provisions, status and salary rate unit, etc.	ZPAOS_C01 - Staffing Assignments	Organization Management
Position Roster <i>ZZPAOS_C01_Q851</i>	Displays a list of positions with various information such as org code, job class code, salary range, date vacated, county code, etc.	ZPAOS_C01 - Staffing Assignments	Organization Management
Affirmative Action by Job Group <i>ZZPA_M03_QN35</i>	Provides number of employees by Affirmative Action category. Race fields in this report are based on the Race options checked in HRMS.	ZPA_M03 - Headcount and Personnel Actions	Personnel Administration
Affirmative Action Flexible Reporting <i>ZZPA_M03_Q127B</i>	This report uses the Preferred Race field which eliminates multiple counts if more than one race is checked in HRMS. Preferred Race is based on the Ethnic Origin crosswalk given to agencies for coding Ethnic Origin in HRMS	ZPA_M03 - Headcount and Personnel Actions	Personnel Administration
Diversity Percentages - New Hires and Rehires <i>ZZPA_M03_QDPH</i>	Use this report to view diversity percentages for permanent or intent to become permanent New Hires and Rehires per Quarter. Optional Key Figures include diversity numbers, as well as diversity percentages and numbers of all New Hires and Rehires (Perm and Nonperm).	ZPA_M03 - Headcount and Personnel Actions	Personnel Administration
Workforce Distribution for Affirmative Action <i>ZZPA_M03_Q127A</i>	Provides number and percent of employees by Affirmative Action category.	ZPA_M03 - Headcount and Personnel Actions	Personnel Administration

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Appointment Status Changes ZZPA_M03_Q494	Displays changes in the actions, status, current salary, etc., for personnel area and organization code.	ZPA_M03 - Headcount and Personnel Actions	Personnel Administration
Employee File Statistics (multiple reports) ZZPA_M03_Q244	Displays the number of employees by various groups such as age group, gender, ethnic group, in state service dates, etc.	ZPA_M03 - Headcount and Personnel Actions	Personnel Administration
Employee and Position Status (multiple reports) ZZPA_M03_Q231	Displays a comparison/match of employee information and position information.	ZPA_M03 - Headcount and Personnel Actions	Personnel Administration
Class Distribution ZZPA_M03_Q687	Displays job classes, the job class range and how many employees within an agency. This report includes the range and step distribution.	ZPA_M03 - Headcount and Personnel Actions	Personnel Administration
Classification Turnover ZZPA_M03_QCLTO	Displays turnover data specific to classification and pay proposal requests.	ZPA_M03 - Headcount and Personnel Actions	Personnel Administration
Employee History ZZPA_M03_Q431	Displays Employee History by various categories such as name, social security number, personnel action/reason codes, appointment date, status, etc.	ZPA_M03 - Headcount and Personnel Actions and ZPA_M50 - Headcount and Education	Personnel Administration
Employee Summary ZZPA_M03_Q761	Displays full-time, part-time, seasonal and exempt employees by agency.	ZPA_M03 - Headcount and Personnel Actions	Personnel Administration
Employees with Projected 5+ Service Years ZZPA_M03_QSVYR	Displays employees with 5 or more service years	ZPA_M03 - Headcount and Personnel Actions	Personnel Administration

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Report Name	Report Description	InfoProvider	Category
Flexible Employee Report ZZPA_M03_QFER	Displays employee data from various fields that are added by using the context menu	ZPA_M03 - Headcount and Personnel Actions	Personnel Administration
Hiring Freeze Tracking ZZPA_M03_QHFT1	Displays headcount data statewide as well as a breakdown of headcount in each agency.	ZPA_M03 - Headcount and Personnel Actions	Personnel Administration
Supervisor to Employee ZZPA_M03_QSPRV	Displays the supervisor and the employees that report to that supervisor.	ZPA_M03 - Headcount and Personnel Actions	Personnel Administration
Baseline for Layoff Seniority Calculations Report ZZPA_M60_QLOR	Provides a tool for agencies to view employee seniority date and military service. This baseline report, as is, does not provide a seniority date for layoff purposes.	ZPA_M60 - Headcount PA MILSVC	Layoff Data
Layoff Activity ZZPA_M03_QLAR	Allows agencies to view layoff activities by action reason for their own agency or statewide.	ZPA_M03 - Headcount and Personnel Actions	Layoff Data
LWOP Reduction in Force Activity ZZPT_M01_QLWOP	allows agencies to view LWOP Reduction in Force time taken for their own agency or statewide.	ZPT_M01 Time and Labor	Layoff Data
Temporary Layoff Report ZZPY_M02_QLTR	provides a high level, monthly overview of the amount and hours associated with Temporary Layoff-related activities.	ZPY_M02 - Employee Specific Payroll w/PA	Layoff Data
Distribution of Payroll and Related Costs ZZPY_C51_Q180	Displays employer costs by employee and by AFRS account distribution to the 'sub sub object' level as entered on the position or employee record.	ZPY_C51 - AFRS Payroll	Financials
Position Cost ZZPY_C51_Q450	Displays employer costs, FTE's, overtime hours, overtime amounts, and shift differential amounts for each position and class title within the agency.	ZPY_C51 - AFRS Payroll and ZPAOS_C01 - Staffing Assignments	Financials

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Report Name	Report Description	InfoProvider	Category
Who Charged ZZPY_C51_Q901	Displays employee data including what the employee was paid, basic employee data, 'sub sub object', cost assignment information, etc.	ZPY_C51 - AFRS Payroll	Financials
Manager to Staff ZZPA_M03_QGM03	Displays the % of Washington Management Service (WMS) managers and % of all Management Employees to staff.	ZPA_M03 - Headcount and Personnel Actions	HRM Performance Management
Washington Management Service ZZPA_M03_QGM01	Displays the number of Washington Management Service (WMS) employees/managers.	ZPA_M03 - Headcount and Personnel Actions	HRM Performance Management
WMS Management Type ZZPA_M03_QGM02 GMAP	Displays the percent breakdown of management by management type for Washington Management Service (WMS) employees/managers.	ZPA_M03 - Headcount and Personnel Actions	HRM Performance Management
Separations During Review Period ZZPA_M03_QGM05 GMAP	Displays the number of separations during Probationary and Trial Service review periods. Probationary - Voluntary, Probationary - Involuntary, Trial Service - Voluntary, and Trial Service - Involuntary.	ZPA_M03 - Headcount and Personnel Actions	HRM Performance Management
Types of Appointments ZZPA_M03_QGM04 GMAP	Displays the Proportion of Hiring Types, Number of New Hire, Promotional, Transfer, Exempt and Other appointments to permanent positions.	ZPA_M03 - Headcount and Personnel Actions	HRM Performance Management
Average Overtime ZZPY_M02_QGM10 GMAP	Displays Overtime Usage/Average Hours Average overtime hours used, per capita.	ZPY_M02 - Employee-Specific Payroll w/PA	HRM Performance Management

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Overtime Cost <i>ZZPY_M02_QGM08</i>	Displays Overtime Usage/Cost Straight plus premium overtime costs.	ZPY_M02 - Employee-Specific Payroll w/PA	HRM Performance Management
Percent Employees Receiving Overtime <i>ZZPY_M02_QGM11</i>	Displays Percent of Employees receiving overtime.	ZPY_M02 - Employee-Specific Payroll w/PA	HRM Performance Management
Sick Leave <i>ZZPT_M02_QGM07</i>	Displays Sick Leave Usage - Used and Earned, Average vs. Actual Definition: On the average, what percent of sick leave earned is	ZPT_M02 - Quota Data	HRM Performance Management
Formal Disciplinary Action Taken <i>ZZPA_M03_QGM13</i>	Displays the Number/type of Disciplinary Actions Definition: Number of disciplinary actions per type: Dismissal, Demotion, Suspension, and Salary Reduction.	ZPA_M03 - Headcount and Personnel Actions	HRM Performance Management
Diversity Profile <i>ZZPA_M03_QGM16</i>	Displays Workforce & Diversity Profile Definition: Percentage of the workforce in protected groups.	ZPA_M03- Headcount and Personnel Actions	HRM Performance Management
Percent Age Distribution <i>ZZPA_M03_QGM18</i>	Displays Workforce & Diversity Profile/Age Profile Definition: Percentage of all employees and of WMS by age groups.	ZPA_M03 - Headcount and Personnel Actions	HRM Performance Management
Turnover <i>ZZPA_M03_QGM15</i>	Displays Turnover rates and types Definition: Percent of employee turnover by type (Retirement, Resignation, Dismissal, Other, To Another Agency).	ZPA_M03 - Headcount and Personnel Actions	HRM Performance Management

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Report Name	Report Description	InfoProvider	Category
Grievance Details Report <i>ZZGR_M01_Q502</i>	Displays information on current grievances based on selection screen criteria.	ZGR_M01 - Grievance Data	Grievance
Grievance Master Agreement Report <i>ZZGR_M01_Q503</i>	Displays counts on grievances based on selection screen criteria.	ZGR_M01 - Grievance Data	Grievance
Grievance Totals by Agency Report <i>ZZGR_M01_Q504</i>	Displays counts on grievances based on selection screen criteria.	ZGR_M01 - Grievance Data	Grievance
Grievance Articles Trend Report <i>ZZGR_M01_Q505</i>	Displays details and allows for further analysis of the articles being grieved in the Grievance Process.	ZGR_M01 - Grievance Data	Grievance
Grievance Detail Agency Report <i>ZZGR_M01_Q506</i>	Displays details and allows for further analysis of the articles being grieved in the Grievance Process.	ZGR_M01 - Grievance Data	Grievance
Grievance History Report <i>ZZGR_M01_Q507</i>	Displays all details related to a specific grievance to include the history of the grievance as it moved through the process (i.e. a list of grievance steps).	ZGR_M01 - Grievance Data	Grievance